CONTRACT MANAGER

User Guide

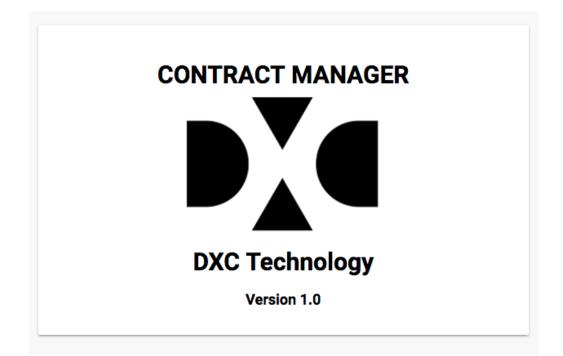


Table of Contents

1 STRUCTURE OF THE APPLICATION	
1.1. Header	3
1.1.1. MENU	3
1.1.2. CURRENT USER INFORMATION	3
1.1.3. QUICK PROGRAM SEARCH	3
1.2. TOOL BAR	3
1.3. PAGINATION	3
1.4. FOOTER	3
2 HOME	4
2.1 RECENTLY UPDATED	$\boldsymbol{\varLambda}$
2.2 RECENTLY CREATED	4
2.3 RECENTLY VIEWED	4
2.4 ADVANCE SEARCH	4
	_
3 PROGRAMS	5
3.1 LIST OF PROGRAMS	5
3.1.1 FILTERS	5
3.1.2 CLEAR LIST	5
3.2 PROGRAM VIEWER	5
3.2.1 GENERAL	5
3.2.2 AFFILIATIONS	7
3.2.3 CONTACTS 3.2.4 FINANCIALS	7
3.2.5 TERMS & CONDITIONS	8
3.2.6 HISTORY & CONTRACT MODS	8
3.2.7 ORDERS	8
3.2.8 DOCUMENTS	10
3.3 DOWNLOADS	11
3.3.1 PROGRAM DETAILS	11
3.3.2 Order Details	11
4 REPORTS	12
4.1 FINANCIAL REPORT	12
4.2 Order Modification Report	12
5 LISTINGS	13
5.1 ADVANCE FILTER OPTIONS	13
5.2 PROGRAM PHASES	13
5.3 CONTRACT TYPES IN A PROGRAM	13
5.4 SERVICE OFFERINGS IN A PROGRAM	13
5.5 CORPORATE CAGE CODES	13
5.6 CORPORATE LOCATIONS	13
5.7 AFFILIATION TYPES	13
5.8 CONTACT TYPES	13
5.9 TERMS AND CONDITIONS	14
5.10 Order Scope	14
5.11 Order Type	14

1 Structure of the Application

Following are the elements of the application

1.1. Header

1.1.1. Menu

	HOME	PROGRAMS	REPORTS	
1.1.2. Current User Information				
	J	USTIN CLARK Lo	gout	
			0	
1.1.3. Quick Program Search				
	Program Search			Q
The search bar helps you search program	and switch to it.			
1.2. Tool bar				
	to add to seed the edge to	. h. 16 (- dddd-		
A program and order can be downloaded	in pdf format. User the Prin	Print	t.	
1.3. Pagination				
The lists are supported with pagination at the l	pottom; use it navigate between	n the pages		
	« Pro	evious 1 Next	>>	
1.4. Footer				
It shows application's versions and you ca	an download this guide from	rsion 1.0 there		User Guide

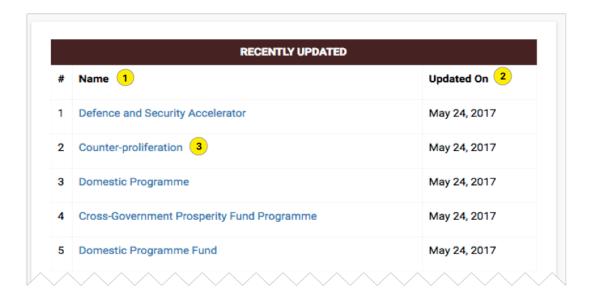
3

2 Home

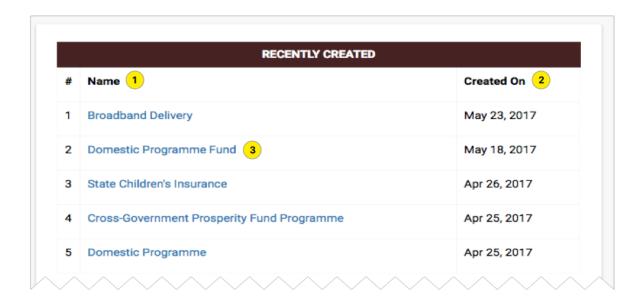
It has list of programs grouped by recent actions

- 1. Name of the program
- 2. Date when the program was updated
- 3. Navigate to program

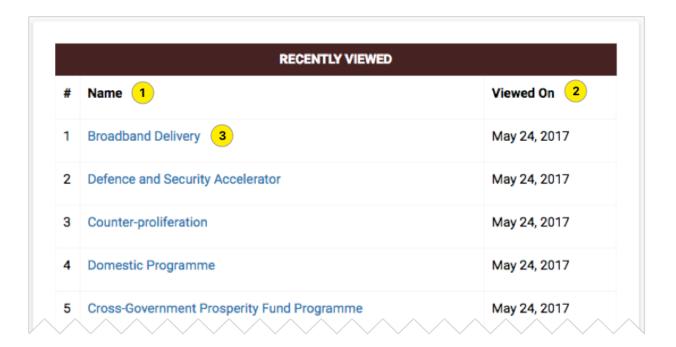
2.1 Recently Updated



2.2 Recently Created

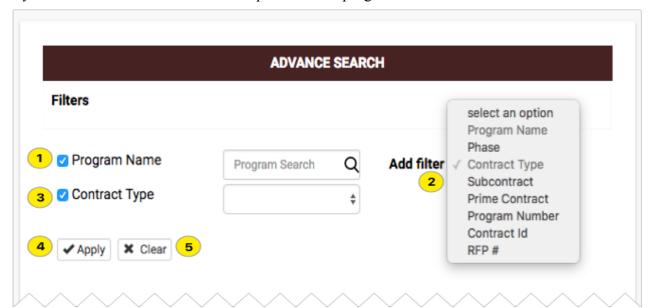


2.3 Recently Viewed



2.4 Advance Search

Using this you should be able to drill down to specific set of programs



- 1. Program Name- the default filter; you can deselect it
- 2. use it to add <u>more</u> filters
- 3. Newly added filter
- 4. Apply –button to go to results.
- 5. Clear –to reset values of filter

3 Programs

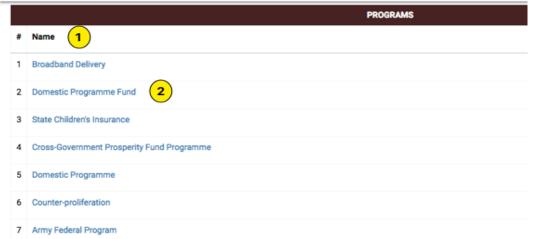
3.1 List of programs

3.1.1 Filters



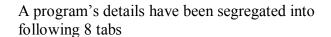
- 1. default filter
- 2. use it to add <u>more</u> filters
- additional unselected filter
- 4. another selected filter
- 5. Apply button to go to results.
- Clear to reset values of filter

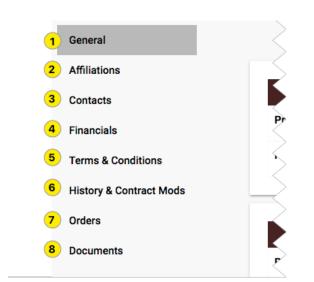
3.1.2 Clear List



- 1. Name of program
- 2. Click on any program to show detail

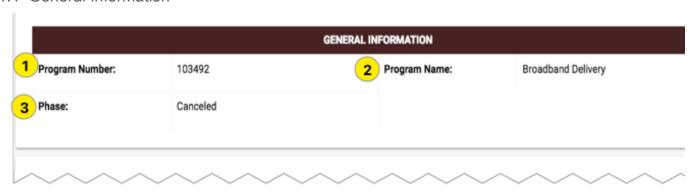
3.2 Program Viewer





3.2.1 General

3.2.1.1 General Information



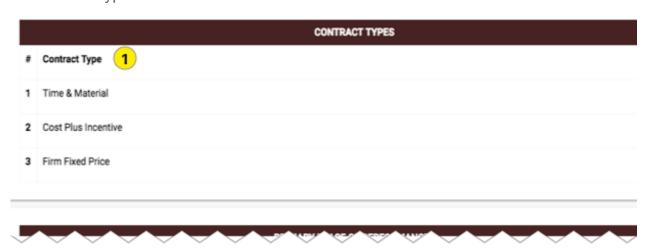
- 1. Auto generated program number -
- 2. The program name
- 3. Phase

3.2.1.2 Summary Information



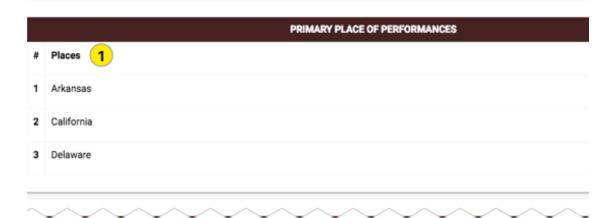
- 1. RFP#
- 2. Letter Contract #
- 3. Prime Contract #
- 4. Contract Id#
- 5. Role
- 6. Subcontract #

3.2.1.3 Contract Types



1. It can take <u>multiple values</u>

3.2.1.4 Primary Place of Performances



1. Multiple Places

3.2.1.5 Award Basis



- 1. Multiple or Single
- 2. can be one of
 - Discretionary
 - None
 - Required
- 1. can be one of the <u>service offerings</u>

3.2.1.7 Corporate Identifier

Service Offering 1

1 Applications Maintenance

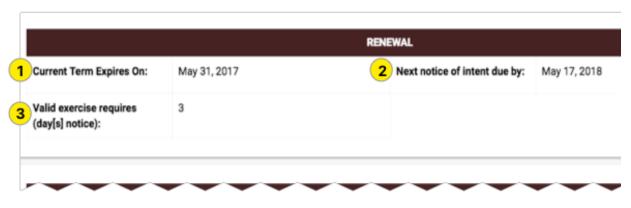
3 Business Continuity

2 Health Care Finance Administration (HCFA)



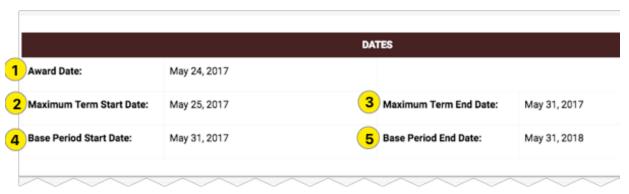
- 1. One of the <u>CAGE Codes</u>
- 2. Corporate DUNS attached with CAGE code
- 3. One of the Corporate Location

3.2.1.8 Renewal



- 1. Date of Current Term Expiration
- 2. Due date of Next notice of intent3. Day[s] of notice required forvalid
- 3. Day[s] of notice required forvalid exercise

3.2.1.9 Dates



- 1. Award Date
- 2. Maximum Term Start Date
- 3. Maximum Term End Date4. Base Period Start Date
- Base Period End Date

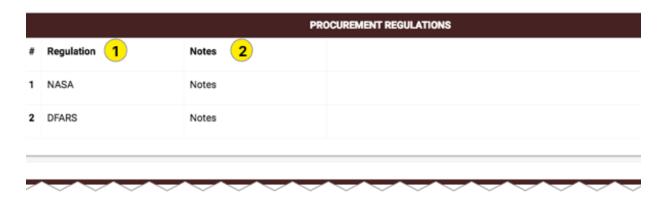
3.2.1.10 Option Periods

OPTION PERIODS				
#	Number 1	Start Date 2	End Date 3	
1	12558	May 24, 2017	May 31, 2017	
2	12885	Jun 4, 2018	Jun 29, 2018	

- 1. Number
- Start Date
 End Date

Contract Manager User Guide

3.2.1.11 Procurement Regulations



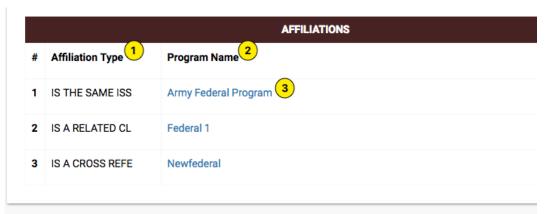
- 1. Regulation
- FAR
- NASA
- DFARS
- Other
- 2. Notes

3.2.1.12 Owners



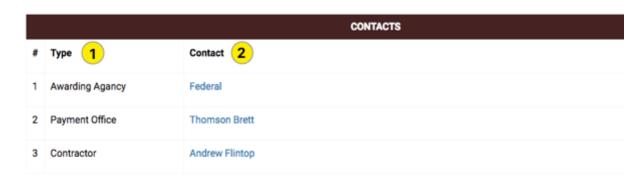
- 1. Owners
- 2. Type

3.2.2 Affiliations



- 1. Affiliation Type
- 2. Program Name
- 3. Click on any program to detail.

3.2.3 Contacts



- 1. Type
 - Awarding agency
 - Govt. POC
 - Contractor
 - Payment Office
- 2. Contact

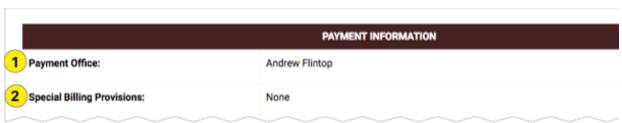
3.2.4 Financials

3.2.4.1 Financial Control data



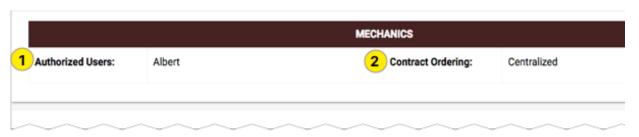
1. Responsibility Centre

3.2.4.2 Payment Information



- 1. Payment office
- 2. Special Billing Provisions

3.2.4.3 Mechanics



- 1. Authorized Users
- 2. Contract Ordering
 - Centralized
 - Decentralized
 - General
 - INS

Contract Manager User Guide

3.2.4.4 Financial



- 1. Original Estimated Lifecycle Contract Value
- 2. Current Estimated Lifecycle Contract Value
- 3. Current Obligated Funds

3.2.5 Terms & Conditions

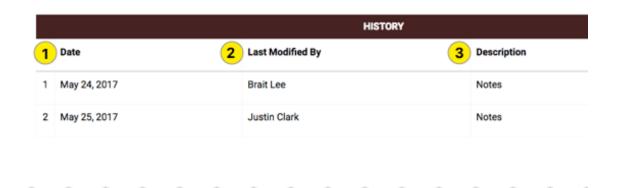


1. Name

- 2. Description
- 3. Date

3.2.6 History & Contract Mods

3.2.6.1 History

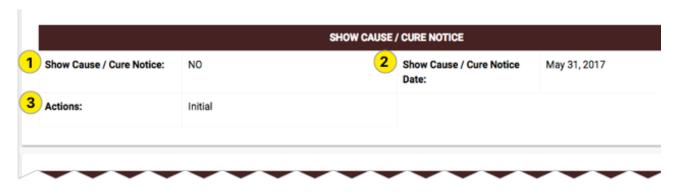


1. Date

« Pr

- 2. Last Modified By
- 3. Description

3.2.6.2 Show Cause/ Cure Notice



- 1. Show Cause / Cure Notice
- 2. Show Cause / Cure Notice Date
- 3. Actions

3.2.6.3 Contract Mods



- 1. Name Which contains list of contract mods
- 2. If user click on any name, then user will get the detail

3.2.7 Orders

3.2.7.1 List

		ORDERS	
#	Name 1	Type 2	Effective Date 3
1	22151	Firm Fixed with EPA	May 31, 2017
2	125698	Cost Plus Incentive	Jun 15, 2017

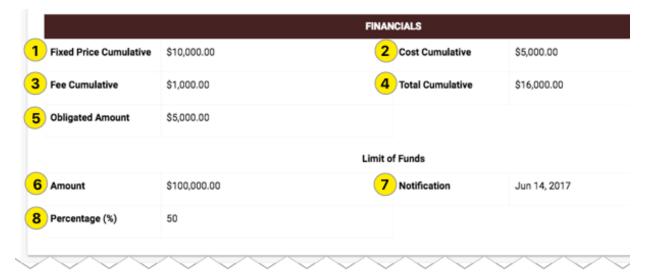
- 1. Orders Name
- 2. Type
- 3. Effective Date

3.2.7.2 Details

Order Name	22151	2 Scope	Center Outsourcing
Order Type	Firm Fixed With EPA	4 Effective Date	May 31, 2017
Pop From	May 24, 2017	6 Pop To	Jun 14, 2017
Proposal Date	May 25, 2017	8 Resp Center	Scotiabank
Customer	Michel		
Description	Notes		

- 1. Orders Name
- 2. Scope
- 3. Order Type
- 4. Effective Date
- 5. Pop From
- 6. Pop To
- 7. Proposal date8. Resp Center
- 9. Customer
- 10. Description

3.2.7.3 Financials



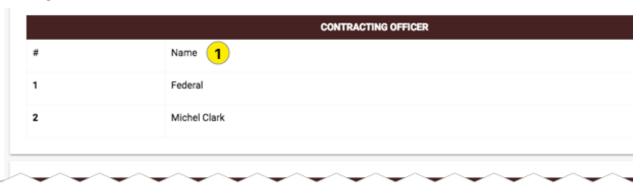
- 1. Fixed Price Cumulative
- 2. Cost Cumulative
- 3. fee Cumulative
- 4. Total Cumulative
- 5. Obligated Amount
- 6. Limit of Funds Amount7. Limit of Funds Notification
- 8. Limit of Funds Percentage

3.2.7.4 Decentralized Order



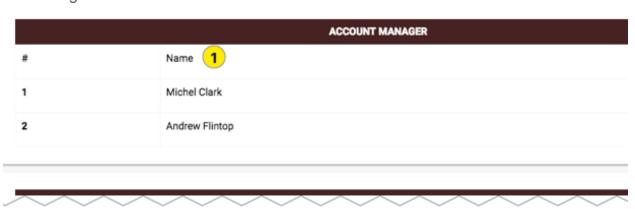
- 1. Payment Office
- 2. Contract Administrator
- 3. Contract Admin Backup

3.2.7.5 Contracting Officer



1. Name of Contracting Officer

3.2.7.6 Account Manager



1. Name of Account Manager

3.2.7.7 Security



- 1. Required
- 2. Security Requirement Notes

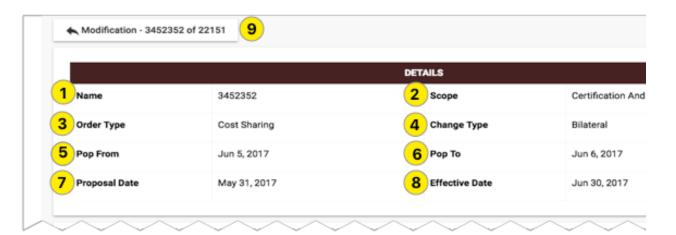
Contract Manager User Guide

3.2.7.8 Modifications



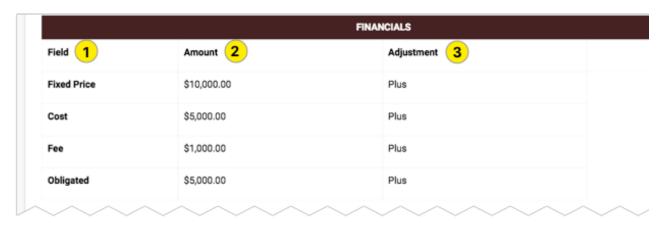
- 1. Name
- 2. Effective Date

3.2.7.9 Modification Details



- 1. Orders Name
- 2. Scope
- 3. Order Type
- 4. Change Type
- 5. Pop From
- 6. Pop To
- 7. Proposal date
- 8. Effective Date
- 9. Back to list

3.2.7.9.1 Modification Financials



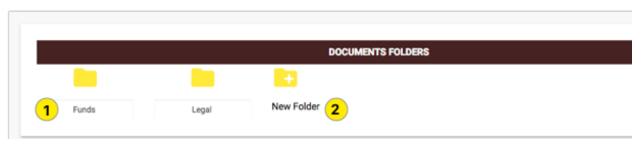
- 1. Fields
- 2. Amount
- 3. Adjustment

3.2.7.9.2 Modifications Changes Made



- 1. Add/ Change Funding Data
- 2. Administrative Change
- 3. Change Pop

3.2.8 Documents



- 1. Folder
- 2. New Folder
- DOCUMENTS 2 Size 3 Туре 4 Time 5 Date 1 Name 7:11 PM May 24, 2017 Affiliations 49kb png May 24, 2017 1311kb user-guide docx 7:11 PM user-guide 2309kb pages 7:10 PM May 24, 2017
- 1. Name
- Size
 Type
 Time
- 5. Date

3.3 Downloads

3.3.1 Program Details

	Program -	- State Children's Insu	rance
		General Information	
Program Number :	103483	Phase:	Reopen
		Summary Information	
RPF#:	6545-5456	Letter Contra	ct No#: 2999-5454
Prime Contract #:	464-5445	Contract Id #:	566-8787
Role	Subcontractor	Sub Contract	#: 6656-545
		Contract Types	
SNo.	Contract Type		
1	Firm Fixed Incentiv	ve	
		Place Of Performances	
SNo.	Place		
1	Washington		
		Award Basis	
Award Basis	Multiple	If task/delivery orders then competitio	n is Discretionary
		Service Offerings	

3.3.2 Order Details

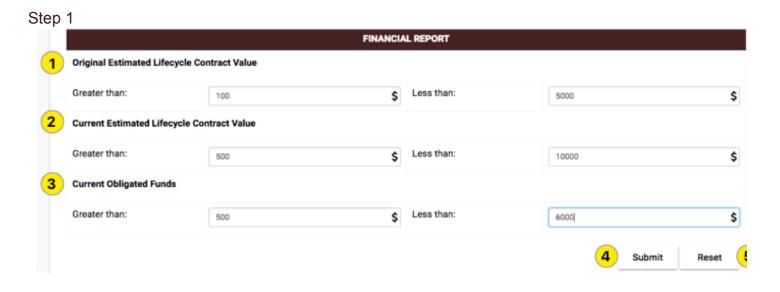
	Details			
Order Type :	Cost Sharing	Scope:	Program managemen	
Pop From :	Apr 26, 2017	Pop To:	Apr 27, 2017	
Effective Date :	Apr 26, 2017	Resp Center :	test	
Proposal Date :	Apr 19, 2017	Customer:	Michel Clark	
Description :	Used for testing			
	Fi	inancial		
Fixed Price Cumulative :	\$22,545,655.00	Cost Cumulative :	(\$4,454,567.00)	
Fee Cumulative :	\$456,456,787.00	Total Cumulative :	\$474,547,875.00	
Obligated Amount :	(\$44,545,678.00)			
	Limit	ts Of Funds		
Amount :	\$45,000.00	Notification:	Apr 27, 2017	
Amount.				

4 Reports

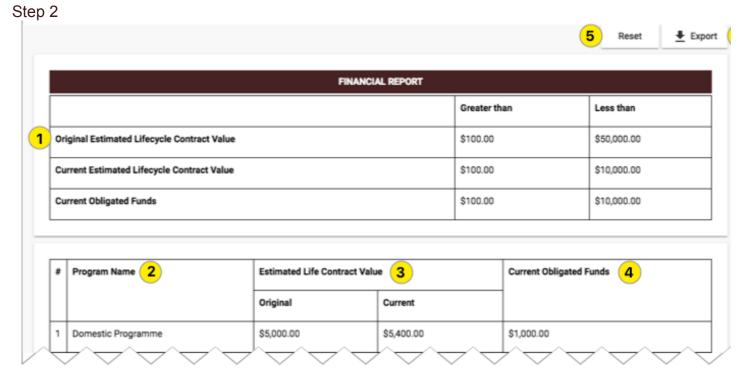


- 1. Financial report
- 2. Order Modification Report

4.1 Financial Report



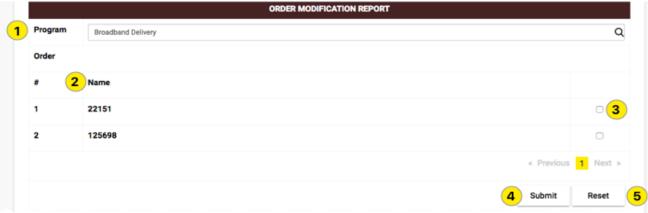
- 1. Original Estimated Lifecycle Contract Value
- 2. Current Estimated Lifecycle Contract Value
- 3. Current Obligated Funds
- 4. Submit
- 5. Reset



- 1. Original Estimated Lifecycle Contract Value
- 2. Program Name
- 3. Estimated Lifecycle Contract Value
- 4. Current Obligated Funds
- 5. Reset
- 6. Export

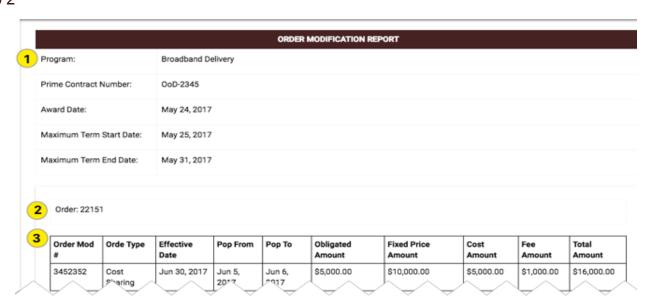
4.2 Order Modification Report





- 1. Program
- 2. Order Names
- 3. Check box
- 4. Submit5. Reset

Step 2



- 1. Program
- 2. Order no.
- 3. Order modification Fields

5 Listings

5.1 Advance Filter Options

- 1. Phase
- 2. Contract Type
- 3. Subcontract
- 4. Prime Contract
- 5. Program Number
- 6. Contract Id
- 7. RFP#

5.2 Program Phases

- 1. Active 2. Approved
- 3. Approved (Pending)
- 4. Cancelled
- 5. Cancelled (Pending)
- 6. Close
- 7. Close Out
- 8. Closed
- 9. Contract Administration

- 10. Error 11. Inactive 12. Locked 13. Lost
- 14. Not Submitted 15. Open With IT
- 16. Open-OLD 17. Pending Approval 18. Pre-Proposal

- 19. Processed 20. Proposal 21. Re-Open 22. Rejected
- 23. rejected (Pending) 24. Reopen
- 25. Research Pending 26. Submitted

5.3 Contract Types in a Program

- 1. Time and Material
- 2. Level of efforts
- 3. Letter Contract
- 4. Labour hours
- 5. IDIO
- 6. Fixed Unit Price

- 7. Fixed Price
- 8. Level of efforts
- 9. Firm Fixed with EPA
- 10. Firm Fixed Price
- 11. Firm fixed Incentives
- 12. Cost sharing

- 13. Cost reimbursable 14. cost plus incentive
- 15. Cost plus Fixed fees
- 16. Cost plus Award fees

5.4 Service Offerings in a Program

- 1. Applications Development & Mgt
- 2. Applications Maintenance
- 3. Asset Mgt and Maintenance
- 4. Business Continuity 5. Claims or Settlement Processing
- 6. Consulting
- 7. Desktop/Client Server

- 8. E Communities
- 9. Enterprise Customer Management
- 10. Health Care Finance Administration (HCFA)
- 11. Help Desk
- 12. Internet Solutions & Applications
- 13. Mainframe

- 14. Midrange
- 15. Procurement
- 16. Project Support
- 17. Telecommunications
- 18. Training and Education

5.5 Corporate CAGE Codes

- 1. 05HD8
- 2. 1U305
- 3. 0CVK8
- 4. 24612
- 5. 00MK8
- 6. TBD
- 7. 1D6O3 8. 4TJT0
- 9. 39500000
- 5.6 Corporate Locations
 - 1. 5400 Legacy Drive, Plano, TX
 - 2. 13600 EDS Drive, Herndon, VA
 - 3. 225 Grandview Ave, Camp Hill, PA
 - 4. 1600 North Beauregard Street, Alexandria, VA
 - 5. 7900 Westpark Dr, T-600, McLean, VA
 - 6. Falls Church, VA
 - 4646 Needmore Rd, P.O. Box 24593, Dayton, OH 45424
 - 8. SafeGuard Services
 - 9. NHIC

5.7 Affiliation Types

- 1. Default 2. is a third part
- 3. is an addendum
- 5. is a consolidate
- 4. is a counter cl
- 6. is consolidated
- 8. is a master agr
- 5.8 Contact Types
 - 1. Awarding agancy
 - 2. Govt. POC
 - 3. Contractor
 - 4. Payment Office

- 7. is a cross clai
- 9. is a master cas
- 10. is a related cl
- 11. is a related is
- 12. is the same iss

- 13. is subpoena for 14. is a cross refe 15. is an order und
- 16. is related to

5.9 Terms and Conditions

- 1. Products
- 2. Financial
- 3. Performance
- 4. Security
- 5. Corp. Risk
- 6. Key Issues
- 7. Other
- 8. Unusual Terms/Conditions
- 9. Subcontracting
- 10. Key Personnel
- 11. Service Contract Act
- 12. No Hire/No Solicitation Clause
- 13. Other (Labor)
- 14. Buy American Act/Trade Agreement Act
- 15. New Materials Clause
- 16. Discounted Products/Technology Refreshments
- 17. Special Test Equipment Required
- 18. Customer Paying For Development of Product(s)
- 19. EDS Retains Ownership of Products
- 20. Other (Products)
- 21. Cost or Pricing Data Required
- 22. Defective Pricing Clause
- 23. Caps On Indirect Rates
- 24. FCCOM Allowed
- 25. Economic Price Adjustment Clause
- 26. FAR Penalty Clause (52.242-3)
- 27. Precontract or Cost Allowable Restrictions
- 28. Costs Specifically Unallowable By Contract Terms
- 29. Profit or Fee Provisions In The Contract
- 30. CAS Clauses (FARs 52.230-1 thru 52.230-6)

- 31. SEI/CCM Applicability
- 32. ISO 9000 Applicability
- 33. Warranty Provisions
- 34. Cancellation Provisions
- 35. Liquidated Damages
- 36. Government Property
- 37. Engineering Changes/Value Engineering Changes
- 38. Other (Performance)
- 39. Security Clearances
- 40. DD 254
- 41. Non-Publicity
- 42. Other (Security)
- 43. System Development With Fixed Or **Capped Pricing**
- 44. Customer With Credit Risk
- 45. Contractual Financial Performance Penalties
- 46. Payment Terms > 45 Days After The Month of Service
- 47. Pricing Adjustments Using Benchmarks,
- 48. Most Favored Customer Provisions
- 49. Non-competition or Other Exclusivity **Provisions**
- 50. Economic and Monetary Union (EMU) Compliance
- 51. Year 2000 Compliance
- 52. Costing Based On Non-Std Infrastructure Charges
- 53. Media Release Restrictions
- 54. Rights in Technical Data/Computer SW
- 55. Incorporation of Sections K, L and/or M
- 56. Commercial Terms and Conditions
- 57. Corporate Agreements Applicable

- 58. FOIA Copies Required
- 59. Show Cause Provision
- 60. Cure Notice Provision
- 61. Other (Key Issues)
- 62. Truth in Negotiations Act (TINA)
- 63. Cost Sharing (Identify Terms of Arrangement)
- 64. Level of Effort (Identify Limitations)
- 65. Overtime Restrictions (FAR 52.222-2)
- 66. Restrictions or Special Regts For Subcontracts
- 67. Other Special Provisions/Limitations
- 68. Restrictions on Subcontracting
- 69. Notification and/or Consent Requirements
- 70. Subcontracting Plan Required
- 71. Subcontracting Plan Not Required
- 72. List of Subcontractors
- 73. Organizational Conflict of Interest Potential
- 74. TINA-FAR 52.215-10
- 75. TINA-FAR 52.215-11
- 76. TINA-FAR 52.215-12
- 77. TINA-FAR 52.215-13 78. Labor
- 79. Key Personnel
- 80. Service Contract Act
- 81. No Hire/No Solicitation Clause
- 82. Other (Labor)
- 83. CAS Clauses FAR 52.230-5
- 84. CAS Clauses FAR 52.230-4
- 85. CAS Clauses FAR 52.230-6
- 86. CAS Clauses FAR 52.230-1
- 87. CAS Clauses FAR 52.230-2
- 88. CAS Clauses FAR 52.230-3

- 5.10 Order Scope

 - 1. TBD 2. Certification and Deployment Procedures
 - 3. Year 2000 efforts
 - 4. Product Delivery
 - 5. Telecommunication 6. Cable installation
 - 7. Program/facilities modernization
 - 8. Infrastructure Services
 - 9. Installation
 - 10. Logistics 11. Loan processing/management systems
 - 12. Information Assurance
 - 13. Hardware

- 14. Consulting services
- 15. Center outsourcing
- 16. Site surveys and/or design
- 17. Network management
- 18. Personnel systems 19. Seat Management
- 20. Integrated Data Environment (IDE)
- 21. Software
- 22. Facilities management 23. Emergency Management
- 24. Outsourcing
- 25. Systems engineering 26. Medical information systems

- 27. Intel
- 28. Intranet/Internet design and/or management
- 29. Hardware/Software
- 30. Data processing
- 31. Distance Learning 32. Warranty and maintenance
- 33. Training 34. Intranet/Internet/Web design and/or
- management
- 35. Program management
- 36. Call center/help desk 37. Software development

- 5.11 Order Type
 - 1. Fixed Unit Price 2. Cost Plus Incentive
 - 3. Level of Effort 4. Time and Materials

5. Cost Reimbursable

6. Firm Fixed Price

9. Letter Contract

10. Firm Fixed Incentive

- 7. Cost Plus Fixed Fee
- 8. Fixed Price, Level-Of-Effort
- 11. Firm Fixed with EPA 12. Cost Plus Award Fee
- 13. Cost Sharing
- 14. IDIQ 15. Labor Hour